
Subject: Participation Management Waiting List

Effective Date: October 1, 2004

Revised from:

Policy: When it is determined that all LA's are serving a maximum number of clients the SA will institute a waiting list on a statewide basis. The waiting list will be comprised of all individuals who visit the LA to express interest in receiving WIC benefits, and who are likely to receive benefits. However, in no case shall an applicant who requests placement on the waiting list be denied inclusion.

The waiting list must include the following information about each applicant:

- Name of applicant and caregiver, if different from applicant
- Address
- Phone Number, if available
- Date of Birth for all applicants and current age for all infants and children
- Due Date or Delivery Date if Pregnant, Breastfeeding, or Postpartum
- Contact Date and Date Placed on Waiting List if different from Contact Date

Reference: CFR §246.7

Procedure:

If available funding cannot support the total state participation, the SA may establish a waiting list. Potential WIC Clients will be placed on the waiting list according to three categories. The SA will determine which categories will be active on the waiting list. If a waiting list becomes necessary, the three categories will be activated in the following order: first postpartum women, second children age 12 months through age 5, and third pregnant women, breastfeeding women and infants. LA may not establish a waiting list without the approval of the SA.

During the time when a waiting list is in effect, and at the discretion of the LA staff, the LA may make an initial determination of income eligibility at the time a person requests WIC services. This may help avoid the situation where an applicant is placed on a waiting list and, upon returning, it is determined that the applicant would never have been eligible due to being over the income eligibility guidelines.

The waiting list will contain information regarding all those who are likely to be served. This includes both new applicants and current WIC clients due for subsequent certification. During the time that a waiting list is in effect, each brand new certification and each ongoing, subsequent certification is to be treated as if it were a new application. Therefore, if a current, ongoing client who is in an active waiting list category is due for certification, then that client is terminated from the WIC program and placed on the waiting list and a new applicant who is in a non-waiting list category may be placed on the program.

During the time when a waiting list is in effect, active clients, including in-state and out-of-state transfers, shall not be terminated at mid-certification unless LA's are specifically directed to do so by the SA.

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Any applicant who requests to be placed on a waiting list must be put on a list. Applicants must be notified that they have been placed on a waiting list within the 10 or 20-day processing standards. When placed on a waiting list, the applicant (or caregiver) should be referred to other assistance programs by receiving a copy of the LA referral listing.

The three categories for inclusion on a waiting list are as follows:

- Postpartum women.
- Children age 12 months through age 5. (The child category is age specific and the SA must enter the maximum age of child that will continue to be served)
- Pregnant Women, Breastfeeding Women, and Infants.

When the SA determines that the waiting list, or a specific category of the waiting list is no longer necessary, applicants in that category shall be contacted and offered a certification appointment. The applicants placed on the waiting list first must be offered a certification appointment first. The actual appointment date is determined by the client's availability and the availability of appointment slots.

REMEMBER: Each LA needs to monitor its participation regularly. This can be done using daily appointment schedules, the monthly Caseload Management Report, etc.